

CHAPTER - V

(Records held/used by employees)

- Rules books
- Service Books of the Govt. Servants
- Periodical increment Register
- Pay bill register/Bills Drawn Register
- Travelling allowance Register
- M.R. Claim Register
- L.T.C. Register
- Contingent Audit Register
- Budget Cheque Register
- Receipt Books
- Cash Book/Cheque Register/BTR/Acquittances etc.
- Challan Register
- Register of Permanent Advance
- Stamp Accounts Register
- Stock Registers
- Receipt/Despatch Registers
- Correspondence Files
- Registers for receipt of RTI applications
- Class Log Books
- Subject Log Books
- Students' Attendance Registers